



# *Manager's Report*

## *for Council Meeting of March 14, 2006*

### **BUSINESS LICENSES**

A & O Carpet Services, Inc.  
Barbara P. Beach, Esq.  
Bob's Decks, Porches & More  
Community Rewards Network  
E.L.H. Solutions  
Euroquest Commerce, LLC  
Ferraiolo Fitness, LLC  
Holton Design  
J. Barron Cable Service  
Jasmine's Nail and Day Spa  
Mid-Atlantic Floor & Design, LLC  
Pegasus (again), LLC  
Richard E. Hill  
Stuart Little Shoppes  
The Nanny Connection

Away Trading Company  
Barbara S. Williams, P.C.  
Caribbean Bistro  
Crabtree-Brennan Land Consultants  
East Bay Carpet, Flooring, and Countertops  
Express Home Cleaning Service LLC  
Garcia Tires  
If Walls Could Speak  
Jasmine Restaurant  
Master Cleaning Services, LLC  
Mommy May I  
Pet Wagon  
Steven M. Porter  
The Hip Studio, LLC  
Toure' World Travel

### **HUMAN RESOURCES**

New hires and terminations for the period of February 22 to March 6, 2006

#### **New Hires**

Daniel Umbaugh III

#### **Position**

GIS Technician

#### **Department**

Planning & Zoning

#### **Promotions**

None

#### **Transfers**

None

#### **Separations**

Joanne Olson

Crime Scene Specialist

Police

### **PLANNING, ZONING & DEVELOPMENT**

#### **ZONING DIVISION**

##### **Zoning Permits Issued Residential**

1 SFD – Stowers - \$100,000

##### **Zoning Permits Issued Commercial**

None

**Occupancy Permits Issued Residential**

1 SFA – Potomac Station  
7 SFD – Stowers  
4 SFA – Potomac Crossing

**Occupancy Permits Issued Commercial**

12 South King Street – Mastercraft Interiors, Ltd.  
241 Fort Evans Road, Suite 1509 – Puma – Outlet Mall  
705 East Market Street – Let's Dish

**SPECIAL EXCEPTIONS: 6 ACTIVE**

1. TLSE-2004-0018 Gatehouse Networks/Edwards Landing. Located along Woods Edge Drive, NE at the intersection of Chickasaw Place. The applicant, Gatehouse Networks, requests permission to build a 448 square foot equipment building with three satellite dishes on homeowner's association property. The plans were accepted for review on September 20, 2004. The Planning Commission public hearing was held on April 21, 2005. This application has been placed on hold pending determination of whether the current owner agrees to permit the application to continue.

2. TLSE-2005-0005 The Good Shepherd Alliance. Located at 37 Sycolin Road SE, the applicant seeks to obtain special exception approval to convert an existing office use to a 1,285 square foot homeless warming center. The application was accepted for review on September 8, 2005. First submittal referral comments were forwarded to applicant on October 21, 2005. The application was resubmitted on November 23, 2005 and second submittal referral comments were sent to applicant on January 4, 2006. Staff is awaiting a revised submission.

3. TLSE-2005-0006 Commerce Bank Drive-thru. Located in the Leesburg Plaza Shopping Center at the northwest corner of E. Market Street and Plaza Street, the applicant, Commerce Bank N.A., seeks to obtain special exception approval to construct a 4,100 square foot bank with a drive-thru. The application was accepted for review on September 21, 2005. The first submittal review comments were forwarded to applicant on October 21, 2005. The application was resubmitted on February 10, 2006.

4. TLSE-2005-0007 Loudoun Country Day School. Located at 237 Fairview Street, the applicant, Loudoun Country Day School, seeks to obtain special exception approval to make two classroom buildings that were approved under #SE 2001-02 permanent. The application was accepted for review on September 20, 2005. The Planning Commission public hearing was held on February 2, 2006 and on March 2, 2006 the Commission voted 5-0-1-1 to recommend approval with conditions to Council. The Council public hearing is scheduled for March 28, 2006.

5. TLSE-2006-0001 Enterprise Rent-A-Car. Located in the Virginia Village Shopping Center in the northwest quadrant of the intersection of Catocin Circle and Harrison Street, the applicant, Enterprise Rent-A-Car, seeks to obtain special exception approval to relocate their existing vehicle rental facility from the Bellewood Commons Shopping Center to a site in Virginia Village. A joint public hearing before the Council and the Planning Commission was held on February 28, 2006 and at that meeting the Commission voted to suspend their rules and by a 6-0-1 vote recommended approval with conditions to Council. The Town Council voted 7-0 that night to approve the special exception with conditions.

6. TLSE-2006-0002 Dale Lumber Company. Located at 16 Cardinal Park Drive, the applicant Dale Lumber Company, Inc., seeks to obtain special exception approval to make an outdoor storage area that was approved under #SE 2000-03 subject to a seven-year sunset provision permanent. The application was accepted for review on January 13, 2006. First submission comments from staff were sent to applicant on February 16, 2006. Staff is awaiting a revised submission.

**REZONINGS: 3 ACTIVE, 2 PENDING**

1. TLZM-2005-0001 Harrison Park: Located at the northeast quadrant of the intersection of Catoctin Circle and Harrison Street, the property is approximately 11.65 acres in size. The applicant, Mitchell and Best Homes, proposes a mixed-use community containing 332 multi-family units with 90 units in a two-over-two configuration to resemble townhouses with the remaining units to be located above office and retail uses, 74,890 square feet of which are proposed. A Planning Commission public hearing was held on November 3, 2005 and at its regular meeting on November 17, 2005 the Planning Commission recommended approval of the project by a vote of 4-3 with proffers. A Town Council public hearing was held on January 24, 2006 and on February 28, 2006 Council voted 6-1 to approve the application subject to the proffers.

2. TLZM-2005-0002 Oaklawn at Stratford: Request to modify TLZM-1990-0116 concept plan and proffers to revise the transportation improvements schedule and provide for flexible uses per land bay. The application was submitted for acceptance review and was denied due to incompleteness of application. The applicant is working with staff on a resubmission.

3. TLZM-2005-0003 H-1 Overlay District Expansion: Located adjacent to the H-1 Overlay District, south of the W&OD Trail and east of Harrison Street. On October 12, 2005 the Town Council initiated an amendment to the Official Zoning Map to expand the H-1 Overlay District to include approximately 9.5 acres of property known as Harrison Park. The Planning Commission public hearing was held on November 3, 2005 and at that meeting the Commission voted 6-0 (1 absent) to suspend its rules and voted 6-0 (1 absent) to recommended approval of this application to Council. The Town Council public hearing was held on January 24, 2006 and at its regular meeting on February 28, 2006 Council voted 7-0 to approve the application.

4. TLZM-2005-0004 Loudoun Sport and Health Club: Located at 131 Fort Evans Road between that road and the Leesburg Bypass. The applicant S&H Loudoun, L.C. seeks to rezone 1.92 acres from the R-6 to the B-2 Zoning District to permit expansion of the commercial racquet club use. The plans were officially accepted for review on October 17, 2005. The Planning Commission public hearing was held March 2, 2006 and a vote is anticipated at the April 6, 2006 meeting.

5. TLZM-2006-0002 ASE/Airport Commerce Park: Located at 101 Blue Seal Drive, SE at the southwest quadrant of the intersection of Sycolin Road and Tolbert Lane. The applicant, National Institute for Automotive Excellence, seeks to amend the existing proffers and concept plan for ZM-2002-01 regarding transportation improvements. The plans are currently under review for official acceptance.

**TOWN PLAN AMENDMENTS**

The Zoning Division is not processing any amendments at this time.

**ZONING ORDINANCE AMENDMENTS: 2 ACTIVE**

1. ZOAM-2005-0002 Expansion of H-1 Overlay District. Council initiated amendments to the Zoning Ordinance at the October 12, 2005 regular meeting to expand the H-1 Overlay District to include approximately 9.5 acres of property known as Harrison Park. The Planning Commission public hearing was held on November 3, 2005 and at that meeting the Commission voted 6-0 (1 absent) to suspend its rules and voted 6-0 (1 absent) to recommended approval of this application to Council. The Town Council public hearing was held on January 24, 2006 and at its regular meeting on February 28, 2006 the Council voted 7-0 to approve the text amendment.

2. ZOAM-2006-0001 Administrative Sign Authority. Council initiated amendments to the Zoning Ordinance at the January 10, 2006 regular meeting to grant the Preservation Planner administrative approval authority for certain signage in the H-1 Old and Historic Overlay District. The Planning Commission public hearing was held on February 2, 2006 and at that meeting the Commission voted 7-0 to suspend its rules and voted 7-0 to recommended approval of this application to Council. The Town Council public hearing is scheduled for March 28, 2006.

**BOARD OF ZONING APPEALS CASES**

No cases filed at this time.

**BOARD OF ARCHITECTURAL REVIEW CASES**

The next scheduled B.A.R meeting is Monday, March 20, 2006 at 7:30 pm. A total of 15 cases are on the agenda.

**WATER & SEWER ADMINISTRATION****During this time frame there were:**

- 1 Public Facility Permit was issued totaling \$12,322.
- 11 work orders issued for meter sets
- 21 requests for occupancy inspection were issued.

**Capital Projects Update**

- Five plans and two right-of-way permits were received and reviewed with no requests for water and sewer system computer modeling.
- The contract for Carr Tank 2 and the Rt. 643 Tank designs were awarded to the engineering firm of Hazen and Sawyer.
- Miscellaneous water system improvements main infrastructure on Wirt Street have been completed. The service connections and paving repairs are next on schedule.
- Six proposals were received in response to the Lower Sycolin Sewer Conveyance System RFP. The proposals have been reviewed and the top three are selected for interviews.
- The final EMS workshop was held in Roanoke and five members of Town staff received their graduation certificates. The group has begun implementation of the EMS plan at the water Pollution Control Facility and implementation will soon begin at the Water Treatment Plant and in the Utility Maintenance and Utility Lines Divisions. The application for E2 status was submitted to DEQ and has been reviewed with all comments addressed.

- The miscellaneous sewer system improvement project is proceeding with major rehabilitation work in Brandon subdivision.

## **UTILITY LINES DIVISION**

### **Routine items include:**

- turn on's and off's
- water meter readings
- complaint investigations
- rodding and cleaning sanitary sewer trouble spots
- marking water and sewer lines for contractors and citizens
- vehicle and ditch maintenance
- bush hogging

### **Summary Programs**

- There were 14 new connections to the Town's utility system.
- Staff responded to 2 water leaks and 1 sewer line repair.
- Staff responded to 570 requests to locate utilities (Miss Utility).

## TOWN OF LEESBURG

Full-Time and Part-Time vacancies as of March 3, 2006

Department		Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<b>Balch Library</b>	1	Library Reference Specialist	1/26/06	√	√				
<b>Eng &amp; PW</b>	1	Senior Engineer (Plan Review)	7/14/05	√	√				
	1	Maint. Worker I (Buildings)	7/28/05	√	√	√	√	√	
	1	Admin Assoc I	11/15/05	√	√	√			
	1	Maintenance Worker III (Streets Div)	1/12/06	Internal Recruitment	√				
<b>Finance</b>	2	Parking Enforcement Officers (PT)	12/06/05	√	√				
<b>Human Resources</b>	1	HR Director	6/30/05	√	√	√			
<b>Legal Department</b>	1	Deputy Town Attorney	1/13/06	√	√	√	√	√	√
<b>Parks &amp; Recreation</b>	1	Outdoor Facilities Supervisor	2/10/06	√	√				
<b>Planning &amp; Zoning</b>	1	Sr. Planner	10/21/05	√	√	√			
<b>Police</b>	4	Police Officer I	4/7/05	√	√	√			
	1	Police Records Assistant	1/9/06	√	√	√			
	1	Crime Scene Specialist	3/1/06	√	√	√			
	1	Communications Tech	1/27/06	√	√	√			
<b>Total</b>	18								

John Wells  
Town Manager